

HDFC Bank Careers 2023 – HDFC Bank Jobs – Receivable Clerk Posts

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
July 28, 2023

Valid through
31.12.2023

Base Salary

USD 15,000 - USD 19,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Receivable Clerk is responsible for processing and managing customer receivables. This includes tasks such as maintaining customer records, processing payments, and resolving customer inquiries.

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HDFC Bank Jobs Near Me

Responsibilities:

- Maintain customer records
- Process payments
- Resolve customer inquiries
- Follow up on delinquent accounts
- Prepare reports

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HDFC Bank Careers

Requirements:

- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Important Links [Attention to detail](#)

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